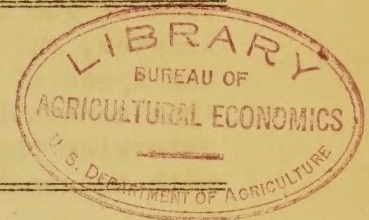


UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.



1941 Agricultural Conservation Program

North Central Region

INSTRUCTIONS TO STATE COMMITTEES AND THEIR REPRESENTATIVES  
FOR ASSISTING COUNTY COMMITTEES IN DETERMINING 1941 ACREAGE  
ALLOTMENTS, PRODUCTIVITY INDEXES, AND NORMAL YIELDS AND FOR  
CHECKING 1941 LISTING SHEETS, RELATED FORMS, AND APPEALS

General Instructions

Representatives of the State committees will visit county offices for the purpose of assisting county committees and clerical personnel in the work of determining 1941 farm acreage allotments, productivity indexes and normal yields. At this time they will check the work of the county committees and county clerical personnel.

The detailed steps set forth in Part I of these instructions are intended to apply to the check of listing sheets and related forms made by representatives of the State committee before farmers are notified of their allotments. The steps set forth in Part II are applicable to the check on listing sheets in the State office before the State committee approved allotments, productivity indexes, and normal yields are entered. State committees will determine the extent of the procedure set forth in Part I which will be completed in county offices.

It is of the utmost importance that uniformity in all procedure relating to the determinations of 1941 acreage allotments, productivity indexes, and normal yields be maintained between the districts within States in which different representatives of the State committee will be working.

The State committee with its representatives should determine the extent of the check which will be made on listing sheets in the county office. It is suggested that all review of the basic data on form NCR-409, Reconstituted Farms Listing Sheets, form NCR-511 and other related forms be made in county offices even though, in some States, 1941 listing sheets, forms NCR-509 may be checked in the State office before farmers are notified of allotments, productivity indexes, and normal yields.

In reviewing forms NCR-409, NCR-511 and other data, representatives of the State committee should ascertain that corrections, revisions and adjustments are made in accordance with the applicable procedure set forth in NCR-510 and its related supplements. In re-



viewing the basic data used to determine 1941 allotments, productivity indexes, and normal yields, particular attention should be given to the types of changes made on 1940 listing sheets, forms NCR-409. In this connection, a thorough review should be made of forms NCR-511 to determine that adjustments in 1940 allotments are made in accordance with the applicable procedure.

In counties in which listing sheets are checked in the county office before notices of 1941 allotments, productivity indexes, and yields are issued to farmers, the representative of the State committee may indicate his approval of the county committee recommended determinations on such listing sheets when an examination of the listing sheets prove that (1) the sources of the data used are correct and adjustments in such data have been made in accordance with the applicable procedure; (2) the transfers of basic data are accurate; (3) all data for all farms are listed; (4) all arithmetical methods set forth in the procedure were correctly followed and are accurate; and (5) the county acreage allotments, productivity indexes, and normal yields have not been exceeded.

If the representative of the State committee does not approve the county listing sheets, he shall instruct the county committee and clerical assistants with respect to the necessary corrections and will return to the county to reexamine the listing sheets when such corrections have been made. The representative may request a thorough check of listing sheets in the State office prior to the release of farm allotments in counties in which a large number of errors were made.

Wherever in the following instructions the application of a factor is checked by multiplying such factor by the page total of the column factored, the result must not differ by an amount in excess of 0.05 for each farm represented in the page total. For example, in checking the entries in column (10) of NCR-509, the page total of column (9) multiplied by the factor at the head of column (10) must not differ by more than 2.5 acres for a page upon which the data for 50 farms are listed. If page totals do not check within this tolerance, it will be necessary to check the individual items and correct the errors.

Part I. Checking Listing Sheets in County  
Offices before Farm Allotments are  
Issued to Farmers

After 1941 acreage allotments, productivity indexes, and normal yields have been entered on form NCR-509, a representative of the State committee will check the accuracy of the data for the purpose of approving the release of such determinations to farmers. The examination of listing sheets shall include any necessary review of basic data from forms NCR-409, NCR-511, and other forms.



SECTION I. NCR-509-Regular Listing Sheets

1. Spot check the identities of the farms listed on NCR-509 to determine whether such farms are listed in accordance with the definition of farm identity as specified in NCR-510.
2. Spot check the accuracy of the work of each clerk in transferring.
3. Examine the entries in columns (5), (6), and (7) to determine whether the sum of the entries in columns (6) and (7) exceed the corresponding entry in column (5).
4. Compare the county total of column (5) of form NCR-509-Regular Listing Sheets, with the total acreage of farmland listed on form NCR-409 to determine whether the data on 1941 listing sheets represent a complete coverage of all farms in the county.
5. Compare the entries in columns (8) and (9) to determine whether, in each case where the allotment in column (9) differs from the allotment for a farm entered in column (8), the entry in column (8) is encircled and a form NCR-511 is completed for the farm except as provided for in the restoration land area.
6. Compare the entries in columns (19) and (20) to determine whether, in each case where the allotment in column (20) differs from the allotment for a farm entered in column (19), the entry in column (19) is encircled and a form NCR-511 is completed for the farm.
7. Check the addition of columns (5), (6), (9), (10), (15), (16), (17), (20), (21), (26), (27), (28), (36), and (37).
8. Check the extensions entered in column (16) by visually inspecting the entries in columns (9), (15), and (16) to determine whether the entries in column (16) have been carried to the correct number of digits.
9. Check the accuracy of the factors entered at the heads of columns (10), (17), (21), and (28), by following the applicable instructions for obtaining such factors as set forth in NCR-510.



10. Check the application of the factors at the heads of columns (10), (17), (21), and (28), by multiplying the page totals of columns (9), (15), (20), and (26), respectively, by the factors entered at the heads of columns (10), (17), (21), and (28). If the results obtained by multiplying the page totals of the respective columns, factored by the applicable factors, do not check within the tolerance specified in the general instructions, check the individual entries and correct the errors.
11. Examine the revisions in restoration land acreage made on form NCR-409 to determine whether such revisions are made in accordance with the applicable instructions set forth in NCR-510.
12. After listing sheets for special crops other than corn or wheat have been checked and allotments and normal yields have been entered on regular listing sheets, check the entries in column (36) by adding the corresponding entries in column (21) and any entries in columns (30), (32), and (34).
13. Compare each entry in column (36) with the corresponding entry in columns (10) or (11). If for any farm the entry in column (36) exceeds the corresponding entry in columns (10) or (11), an adjustment must be made in accordance with the instructions set forth in NCR-510.
14. Compare each entry in columns (10) or (11) with the corresponding entry in column (6) to determine that no entry in columns (10) or (11) exceeds 85 percent of the entry in column (6).

## SECTION II. NCR-509a-Potatoes

1. Spot check the identities of the farms listed on NCR-509a-Potatoes, to determine whether the 1940 farm numbers listed in column (1) represent identical farms for which such numbers are listed on form NCR-509-Regular Listing Sheets.
2. Spot check the transfer of data to form NCR-509a-Potatoes, and the accuracy of the work of each clerk.
3. Examine the entries in columns (10) and (11) to determine whether such entries are reasonable, and in the event the entries in column (12) differ from the corresponding entries in column (10) that such differences reflect proper revisions made in accordance with the instructions set forth in NCR-510-Potatoes.



4. Check the addition of columns (5), (6), (7), (8), (10), (11), (13), (16), (17), and (18).
5. Check the extensions entered in column (17) by carefully inspecting the entries in columns (13), (16), and (17) to determine whether the entries in column (17) have been carried to the correct number of digits.
6. Check the factors entered in the heads of columns (13) and (18), respectively, by following the applicable instructions for obtaining such factors as set forth in NCR-510-Potatoes.
7. Check the application of the factors in the heads of column (13) and (18), respectively, by multiplying the page totals of columns (11) and (16) by such factors. If the result obtained by multiplying the page totals of the respective columns, factored by the applicable factors, do not check within the tolerance specified in the general instructions, check the individual entries and correct the errors.

### SECTION III. NCR-509a-Vegetables

1. Spot check the identities of the farms listed on NCR-509a-Vegetables, to determine whether the 1940 farm numbers listed in column (1) represent identical farms for which such numbers are listed on form NCR-509, Regular Listing Sheets.
2. Spot check the transfer of data to form NCR-509a-Vegetables, and the accuracy of the work of each clerk in transferring.
3. Examine the entries in columns (6), (7), (8), (11), and (13), to determine whether on the basis of the history for the farm and the procedure set forth in NCR-510-Vegetables, the 1941 commercial vegetable allotments are reasonable.
4. Check the addition of columns (5), (6), (7), (8), (11), and (13).
5. Check the factor entered at the head of column (13) by following the applicable instructions set forth in NCR-510-Vegetables.
6. Check the application of the factor at the head of column (13) by multiplying the page total of column (11) by the factor at the head of column (13). If the results obtained by multiplying the page total of column (11) by the factor at the head of column (13)



do not check within the tolerance specified in the general instructions, check the individual entries and correct the errors.

SECTION IV. NCR-509a-Tobacco

1. Spot check the identities of the farms listed on NCR-509a-Tobacco, to determine whether the 1940 farm numbers listed in column (1) represent identical farms for which such numbers are listed on form NCR-509, Regular Listing Sheets.
2. Check the transfer of data to form NCR-509a-Tobacco, and the work of each clerk in transferring.
3. Check the addition of columns (7), (8), (9), (10), (11), (12), (13), (16), (17), and (18).
4. Check the extensions entered in column (17) by carefully inspecting the entries in columns (13), (16), and (17), to determine whether the entries in column (17) have been carried to the correct number of digits.
5. Examine the entries in column (11) to determine whether the entries are made in accordance with the instructions set forth in NCR-510a-Tobacco. Check the entries in column (11) for farms for which cigar-leaf tobacco allotments are determined by verifying the factors at the head of column (11) and applying such factor to the page total of column (10). If the results obtained by multiplying the page totals of column (10) by the factor in the head of column (11) do not check within the tolerance specified in the general instructions, check the individual entries and correct the errors.
6. Review the entries in column (12) to determine whether such entries are reasonable and reflect the instructions set forth in NCR-510-Tobacco. Determine whether the entries in column (12) which have been approved by a representative of the State committee are transferred to column (13).
7. Review the yields entered in columns (15) and (16), for reasonableness.
8. Check the factor entered at the head of column (18) by following the applicable instructions for obtaining such factor as set forth in NCR-510-Tobacco.



9. Check the application of the factor at the head of column (18) by multiplying the page total of column (16) by such factor. If the results obtained by multiplying the page totals of column (16) by the factor in the head of column (18) do not check within the tolerance specified in the general instructions, check the individual entries and correct the errors.
10. Review the 1941 tobacco allotments and yields established for new tobacco farms for Burley and Dark Air-Cured tobacco to determine whether such allotments and yields were established in accordance with the procedure set forth in Section II of NCR-510-Tobacco. This review should include a careful examination of forms 41 Tobacco 37.

## SECTION V    Appeals and Corrections Listing Sheets

After county committees have considered all appeals and requests for corrections of acreage allotments, normal yields, and productivity indexes, a representative of the State committee will review the applicable data used in considering the appeals and corrections and indicate his approval of revised allotments, yields, and productivity indexes before they are released to farmers.

The representative of the State committee should carefully examine the reasons for granting and refusing appeals and corrections as set forth on form NCR-511 and appeals and correction listing sheets. When the representative of the State committee is satisfied that the consideration of appeals and corrections in a county has been conducted in accordance with the applicable instructions set forth in NCR-510 and the revised determinations are correct and equitable, he will indicate his approval on Appeals and Corrections Listing Sheets and instruct the county committee to notify farmers of their revised allotments, yields, and productivity indexes.

### Part II.    Checking Listing Sheets in State Offices and Entering State Committee Approved Allotments, Productivity Indexes and Normal Yields

#### General Instructions

When all appeals to the county committee with reference to 1941 acreage allotments, productivity indexes, and normal yields have been reviewed by a representative of the State committee, the county committee should be instructed to transmit all listing sheets including corrections and appeals listing sheets to the State office for examination and approval by the State committee.



When listing sheets are received in the State office, the statistician will examine such listing sheets and when the data thereon are found to be accurate, recommend the approval of acreage allotments, productivity indexes and normal yields by the State committee.

Listing sheets should be checked in the order in which they are received in the State office from the counties. Each set of listing sheets should be stamped with the date of its receipt and a letter acknowledging the receipt of all listing sheets should be forwarded to the county committee immediately.

When listing sheets are stamped with the date of their receipt they will be examined to determine if all listing sheets for all townships are included in the transmittal. In case there is any doubt that the transmittal of listing sheets is complete, a letter should be directed to the county committee requesting that the remaining listing sheets be forwarded immediately. In making this preliminary examination of listing sheets they should be placed in order so that they will be checked in accordance with their priority.

The allotments, yields, and productivity indexes for a county may be approved by the State committee even though the sum of the farm allotments or the weighted average productivity index and normal yields vary slightly from the limitation approved for the county by the State committee provided the allotments, check yields, and productivity indexes for the State are not exceeded.

After the listing sheets have been examined and the State committee approved allotments, productivity indexes, and normal yields have been entered in the proper columns, ozalid copies should be made of listing sheets and the county summary sheets. The ozalid copies should be carefully examined to determine that all entries are legible. The ozalid or the original copy will be returned to the county office. The remaining set of listing sheets will then be sent to the Application for Payment Section where they will be filed. Only the original of the county summary sheets will be retained in the Statistical Section files. Ozalid copies of all county summaries will be forwarded to the Washington Office immediately after completion of such copies.

When listing sheets are returned to the county office, the county committee should be instructed to renotify all farmers of downward revisions and corrections of acreage allotments, productivity indexes, and normal yields except the downward revisions in productivity indexes and normal yields which are uniform for the county and result from scaling such determinations. The county committee need not be instructed to renotify farmers if acreage allotments have been increased by not more than two percent. In the case of a uniform adjustment in yields or productivity indexes, a notice of such adjustments shall be published in a local newspaper. All notifications of changes shall be forwarded to farmers on form NCR-503.

The State committee and the statistician may determine that because of the thoroughness with which listing sheets were checked in county offices,



it should not be necessary to make a detailed check of such listing sheets in the State office before the State committee approved acreage allotments, productivity indexes and normal yields are entered thereon. The amount of detailed checking of listing sheets in the State office may vary by counties since a duplication of work should be avoided in the State office where it is known that a thorough and accurate check was made in the county office.

SECTION I. Checking Appeals and Corrections Listing  
Sheets and Consideration of Appeals by  
the State Committee

The State committee will review the appeals and corrections listing sheets and will notify the county committee of its approval or disapproval of the action taken by the county committee in all cases except those in which the appellant has appealed to the State committee from the decision of the county committee. If the State committee changes any recommendation of the county committee, the appeals and corrections listing sheets will be corrected and the county committee will be instructed to forward a "Revised" notification form to the persons interested in the farm.

The State committee will review all cases submitted to it by persons appealing from the action taken on an appeal by the county committee. When it is deemed necessary, the State committee may cause an investigation to be made for the purpose of obtaining additional evidence upon which to base its decision. When the investigation includes a visit to the farm, the representative of the State committee shall make a reasonable effort to interview the appellant.

The State committee will reverse the decision of the county committee only when it is determined that the county committee has not applied properly the applicable procedure. Necessary corrections shall be made on the appeals and corrections sheet for appeals granted by the State committee. A statement of the reasons for approving or disapproving each appeal shall be shown. The revised figures shall be entered on all applicable listing sheets. Each such change should be clearly marked to indicate that it was made as a result of a 1941 appeal or correction.

The State committee shall notify each appellant of its decision within 30 days after receipt of the appeal. Such notice shall include a statement that the appellant has the right to appeal within 15 days to the Director of the North Central Division for further consideration. A copy of the letter from the State committee to the appellant shall be forwarded to the county committee and in the case of an appeal which is granted, the State committee shall instruct the county committee to prepare and forward a "Revised" notification form to the persons interested in the farm.



## SECTION II. Checking Special Crop Listing Sheets and Restoration Land Acreage

The data which appears on special crop listing sheets should be checked by following the applicable procedure for checking special crop listing sheets as set forth in Part I of these instructions. The State committee and the statistician should determine the extent of the checking steps described in Part I of these instructions which it will be necessary to make on special crop listing sheets. Review the restoration land acreage determinations and by a spot check determine whether proper changes in cropland have been made.

## SECTION III. Checking Regular Listing Sheets

Spot check the transfer of acreage allotments and normal yields from special crop listing sheets to regular listing sheets, form NCR-509. The review of special crop allotments and yields listed on Regular Listing Sheets should include a check to determine that the sum of such allotments plus the corn allotment do not exceed the total soil-depleting allotment approved by the State committee for any farm. Instructions set forth in Part I of this procedure applicable to changes in special or total allotments will be followed in correcting this type of error.

Any check of the data on Regular Listing Sheets and State committee and statistician determine should be made will be in accordance with the applicable instructions set forth in Part I of this procedure.

## SECTION IV. State Committee Approved Acreage Allotments, Productivity Indexes, and Normal Yields

After the necessary review has been made of each special crop listing sheet and regular listing sheets, State committee approved acreage allotments, productivity indexes, and normal yields shall be entered, or otherwise designated, in the applicable columns of the county listing sheet and on county summary sheets.

Township totals of all columns on the county summary sheet will be checked by comparing such data with the township totals on listing sheets. It is suggested that if corrections and revisions of special crop and regular listing sheets result in a substantial number of changes in the county summary sheets that new county summary sheets be prepared before they are duplicated.

## Part III. Instructions to State Committees for Appeals to the North Central Division

When an appellant is dissatisfied with the decision of the State committee and appeals his case to the Director of the North Central Division within 15 days after the decision of the State committee, the State committee shall forward upon request to the Director of the North Central Division one copy of each of the following data:



1. Appeals to the county committee.
2. County committee's reply to appellant.
3. Appeal to State committee.
4. State committee's reply to appellant.
5. Report of any representative of the State committee who has investigated the case.
6. Form NCR-511 for the case (for appeals to which such form is applicable.
7. A concise statement prepared by the county committee setting forth the reasons why the farm for which the appeal was filed is considered comparable to the farms with which it is compared on form NCR-511.
8. One report of appeal, NCR-State 502, upon which have been copied in the line for original entries data from the 1940 listing sheet, including corrections, if any, made on such sheet prior to transferring data to the 1941 listing sheet. This form should be used only for appeals on total or special allotments. If the appeal relates to a special allotment, data for the total soil-depleting allotment shall be entered as well as data for such special allotment. If the appeal was granted in whole or in part by the county committee or the State committee, approved changes should be entered in the line for corrected entries. Data for planted acreages should be shown in the spaces provided therefor.
9. One report of appeals, NCR-State 502, upon which have been entered data from the 1941 listing sheets and the "Appeals and Corrections" listing sheet for appeals relating to total or special allotments. The record of the action taken by the county and State committees should be entered in the spaces provided therefor.
10. Any other pertinent correspondence or records.

The North Central Division will review all appeals received and advise the State committee and the appellant of the action taken with respect to each appeal.







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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADMINISTRATION  
Washington, D. C.



1. Agricultural Administration Program

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INSTRUCTIONS TO STATE COMMITTEES AND THEIR REPRESENTATIVES  
FOR ASSISTING COUNTY COMMITTEES IN DETERMINING 1941 ACREAGE  
ALLOTMENTS, PRODUCTIVITY INDEXES, AND NORMAL YIELDS AND FOR  
CHECKING 1941 LISTING SHEETS, RELATED FORMS, AND APPEALS

General Instructions

Representatives of the State committees will visit county offices for the purpose of assisting county committees and clerical personnel in the work of determining 1941 farm acreage allotments, productivity indexes, and normal yields. At this time they will check the work of the county committees and county clerical personnel.

The detailed steps set forth in Part I of these instructions are intended to apply to the check of listing sheets and related forms made by representatives of the State committee before farmers are notified of their allotments. The steps set forth in Part II are applicable to the check on listing sheets in the State office before the State committee approved allotments, productivity indexes, and normal yields are entered. State committees will determine the extent of the procedure set forth in Part I which will be completed in county offices.

It is of the utmost importance that uniformity in all procedure relating to the determinations of 1941 acreage allotments, productivity indexes, and normal yields be maintained between the districts within States in which different representatives of the State committee will be working.

The State committee with its representatives should determine the extent of the check which will be made on listing sheets in the county office. It is suggested that all review of the basic data on form NCR-409, Reconstituted Farms Listing Sheets, form NCR-511 and other related forms be made in county offices even though, in some States, 1941 listing sheets, forms NCR-508 may be checked in the State office before farmers are notified of allotments, productivity indexes, and normal yields.















Part I. Checking Listing Sheets in County  
Offices before Farm Allotments are  
Issued to Farmers.

After 1941 acreage allotments, productivity indexes, and normal yields have been entered on form NCR-509, a representative of the State committee will check the accuracy of the data for the purpose of approving the release of such determinations to farmers. The examination of listing sheets shall include any necessary revision of basic data from forms NCR-409, NCR-511, and other forms.

SECTION I. NCR-509-Regular Listing Sheets

1. Spot check the identities of the farms listed on NCR-509 to determine whether such farms are listed in accordance with the definition of farm identity as specified in NCR-510.
2. Spot check the accuracy of the work of each clerk in transferring.
3. Examine the entries in columns (5), (6), and (7) to determine whether the sum of the entries in columns (6) and (7) exceed the corresponding entry in column (5).
4. Compare the county total of column (5) of form NCR-509-Regular Listing Sheets, with the total acreage of farmland listed on form NCR-409 to determine whether the data on 1941 listing sheets represent a complete coverage of all farms in the county.
5. Compare the entries in columns (8) and (9) to determine whether, in each case where the allotment in column (9) differs from the allotment for a farm entered in column (8), the entry in column (8) is encircled and a form NCR-511 is completed for the farm except as provided for in the restoration land area.
6. Compare the entries in columns (19) and (20) to determine whether, in each case where the allotment in column (20) differs from the allotment for a farm entered in column (19), the entry in column (19) is encircled and a form NCR-511 is completed for the farm.
7. Check the addition of columns (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12), (13), (14), (15), (16), (17), (18), (19), (20), (21), (22), (23), (24), (25), (26), (27), (28), (29), (30), (31), (32), (33), (34), (35), (36), (37), (38), (39), (40), (41), (42), (43), (44), (45), (46), (47), (48), (49), (50), (51), (52), (53), (54), (55), (56), (57), (58), (59), (60), (61), (62), (63), (64), (65), (66), (67), (68), (69), (70), (71), (72), (73), (74), (75), (76), (77), (78), (79), (80), (81), (82), (83), (84), (85), (86), (87), (88), (89), (90), (91), (92), (93), (94), (95), (96), (97), (98), (99), and (100).







8. Check the extensions entered in column (16) by visually inspecting the entries in columns (9), (15), and (16) to determine if the entries in column (16) have been carried to the correct number of digits.
9. Check the accuracy of the factors entered at the heads of columns (10), (17), (21), and (28), by following the applicable instructions for obtaining such factors as set forth in NCR-510.
10. Check the application of the factors at the heads of columns (10), (17), (21), and (28), by multiplying the page totals of columns (9), (15), (20), and (26), respectively, by the factors entered at the heads of columns (10), (17), (21), and (28). If the results obtained by multiplying the page totals of the respective columns, factored by the applicable factors, do not check within the tolerance specified in the general instructions, check the individual entries and correct the errors.
11. Examine the revisions in restoration land acreage made on form NCR-409 to determine whether such revisions are made in accordance with the applicable instructions set forth in NCR-510.
12. After listing sheets for special crops other than corn or wheat have been checked and allotments and normal yields have been entered on regular listing sheets, check the entries in column (36) by adding the corresponding entries in column (21) and any entries in columns (30), (32), and (34).
13. Compare each entry in column (36) with the corresponding entry in column (10) or (11). If for any farm the entry in column (36) exceeds the corresponding entry in column (10) or (11), an adjustment must be made in accordance with the instructions set forth in NCR-510.
14. Compare each entry in column (10) or (11) with the corresponding entry in column (6) to determine that no entry in column (10) or (11) exceeds 85 percent of the entry in column (6).





## SECTION II. NCR-509a-Potatoes

1. Spot check the identities of the farms listed on NCR-509a-Potatoes, to determine whether the 1940 farm numbers listed in column (1) represent identical farms for which such numbers are listed on form NCR-508-Regular Listing Sheets.
2. Spot check the transfer of data to form NCR-509a-Potatoes, and the accuracy of the work of each clerk.
3. Examine the entries in columns (10) and (11) to determine whether such entries are reasonable, and in the event the entries in column (12) differ from the corresponding entries in column (10) that such differences reflect proper revisions made in accordance with the instructions set forth in NCR-510-Potatoes.
4. Check the addition of columns (5), (6), (7), (8), (10), (11), (12), (15), (17), and (18).
5. Check the extensions entered in column (17) by carefully inspecting the entries in columns (13), (15), and (17) to determine whether the entries in column (17) have been carried to the correct number of digits.
6. Check the factors entered in the heads of columns (13) and (15), respectively, by following the applicable instructions for obtaining such factors as set forth in NCR-510-Potatoes.
7. Check the application of the factors in the heads of columns (13) and (15), respectively, by multiplying the page totals of columns (11) and (16) by such factors. If the result obtained by multiplying the page totals of the respective columns, factored by the applicable factors, do not check within the tolerance specified in the general instructions, check the individual entries and correct the errors.





### SECTION III. NCR-509a-Vegetables

1. Spot check the identities of the farms listed on NCR-509a-Vegetables, to determine whether the 1940 farm numbers listed in column (1) represent identical farms for which such numbers are listed on form NCR-509, Regular Listing Sheets.
2. Spot check the transfer of data to form NCR-509a-Vegetables, and the accuracy of the work of each clerk in transferring.
3. Examine the entries in columns (6), (7), (8), (11), and (13), to determine whether on the basis of the history for the farm and the procedure set forth in NCR-510-Vegetables, the 1941 commercial vegetable allotments are reasonable.
4. Check the addition of columns (5), (6), (7), (8), (11), and (13).
5. Check the factor entered at the head of column (13) by following the applicable instructions set forth in NCR-510-Vegetables.
6. Check the application of the factor at the head of column (13) by multiplying the page total of column (11) by the factor at the head of column (13). If the results obtained by multiplying the page total of column (11) by the factor at the head of column (13) do not check within the tolerance specified in the general instructions, check the individual entries and correct the errors.

### SECTION IV. NCR-509a-Tobacco

1. Spot check the identities of the farms listed on NCR-509a-Tobacco, to determine whether the 1940 farm numbers listed in column (1) represent identical farms for which such numbers are listed on form NCR-509, Regular Listing Sheets.
2. Check the transfer of data to form NCR-509a-Tobacco, and the work of each clerk in transferring.
3. Check the addition of columns (7), (8), (9), (10), (11), (12), (13), (16), (17), and (18).











## SECTION V. NCR-509c-Cotton

A representative of the State committee shall examine the entries with the applicable instructions in NCR-510-Cotton before notices of allotments are mailed to producers. This examination shall be made in the following manner.

### A. Regular Cotton Farms

1. Spot check the identities of the farms listed on NCR-509c to determine whether the 1941 numbers listed in column (1) represent the farms for which numbers are listed on form NCR-509, Regular Listing Sheets.
2. Spot check the accuracy of the work of each clerk in transferring data to columns (5), (6), (7), (8), (13), and (41) of form NCR-509c.
3. Spot check the entries in columns (9), (10), (11), (12), (14), and (15).
4. Check the entries in column (16) by subtracting the page totals of the entries in column (15) from the respective page totals of column (14). If the page total of column (16) is not equal to the difference between the page totals of columns (14) and (15), check the individual entries in column (16). Check the addition of the county totals of the encircled and unencircled entries in column (16).
5. Check the factor entered in the head of column (17). Check the application of this factor by multiplying the page total of the unencircled entries in column (16) by the factor. This result should agree with the page total of column (17).
6. Check the addition of the entries in column (17) and compare the county total of column (17) with the entry in the last total line of column (17). These totals should agree, except for any slight difference which may be accounted for by the rounding of decimal fractions.
7. Check each individual entry in column (18) and the addition of such entries.





If the total of entries in column (18) is less than the entry on the last total line of column (17) on the last sheet for the county by more than the entry in the head of column (23), or greater than the entry on the total line of column (17), check the factor entered in the head of column (19) or (21), as the case may be, and the application of such factor as reflected in columns (13) to (22), inclusive.

9. Check the entries in column (23) for reasonableness and determine whether the total of the adjustments made is within the acreage available for apportionment in this column.
10. Check the individual entries in column (24) and the addition of such entries.
11. Verify the supplemental allotment entered in the head of column (25) and determine if individual adjustments are justifiable.
12. Check the entries in column (27) by multiplying the page total of column (5) by 50 percent. This result should agree with the page total of column (27).
13. Check the entries in column (28) by multiplying the page total of column (14) by 40 percent. This result should agree with the page total of column (28).
14. Spot check the entries in column (29).
15. If entries are made in columns (30) and (31), determine that a release form is filed for each farm releasing allotments.
16. Check the individual entries in column (32) and the addition of such entries.
17. If entries are made in columns (34) to (39), inclusive, determine that the respective entry in column (45) is the same as the entry in column (39) and the farm properly identified in columns (42) to (44), inclusive.
18. Spot check the entries in columns (42) and (43) for reasonableness.





- Spot check the entries in column (44) by multiplying an entry in column (32) by the corresponding entry in column (43). Check the encircled entries in column (44) and the addition of the encircled and unencircled entries in that column.
- Check the factor entered in the head of column (45) and the application of the factor.

B. New Cotton Farms

1. Spot check the identities of the farms listed on NCR-509c labeled "New Cotton Farms" to determine whether the 1941 numbers listed in column (1) represent the farms for which numbers are listed on NCR-509.
2. Spot check the accuracy of the work of each clerk transferring data to form NCR-509c.
3. Check each individual entry in column (12) to determine that the acreages in this column agree with the written requests submitted by the producers.
4. Spot check the entries in columns (13), (14), and (15).
5. Check the entries in column (16) by subtracting the page totals of the entries in column (15) from the respective page totals of column (14). If the page total of column (16) is not equal to the difference between the page totals of columns (14) and (15), check the individual entries in column (16). Check the addition of the entries in column (16).
6. Determine whether the factor entered in the head of column (17) is equal to 50 percent of the final adjustment factor which was computed for columns (21), (19) or (17), as the case may be, for regular cotton farms.
7. Spot check the entries in column (19) to determine if the county committee recommended acreages are reasonable.
8. Check each individual entry in column (21) and the total of such entries.





9. Check the factor in the head of column (22) and the application of such factor. The total of column (22) should approximately equal the total of column (21) multiplied by the factor.
10. Spot check the entries in columns (42) and (43).
11. Check the factor entered in the head of column (45) and the application of this factor. The total of column (45) should approximately equal the total of column (43) multiplied by the factor.

#### SECTION VI. County Summary

1. Review the county summary to determine whether the summary is complete and contains all of the data provided for in NCR-510.
2. Check the accuracy of the transfer of all township totals to summary sheets.
3. Check the addition of all column totals on summary sheets.
4. Check the county acreage allotment totals, normal check yields, and productivity indexes on county summaries to determine whether such allotments, yields, and productivity indexes are within the limits for the county.

#### SECTION VII Appeals and Corrections Listing Sheets

After county committees have considered all appeals and suggested corrections of acreage allotments, normal yields, and productivity indexes, a representative of the State committee will review the county committee's work and is recommending the appeals and corrections and indicate his approval of revised allotments, yields, and productivity indexes before they are released to farmers.

The representative of the State committee should carefully examine the reasons for granting and refusing appeals and corrections as set forth on form NCR-511 and appeals and correction listing sheets. When the representative of the State committee is satisfied that the consideration of appeals and corrections in a county has been conducted in accordance with the administrative instructions set forth in NCR-510 and the revised allotments are correct and equitable, he will indicate





approval on Appeals and Corrections Listing Sheets and instruct county committees to notify farmers of their revised allotments, yields, and productivity indexes.

## Part II. Checking Listing Sheets in State Offices and Entering State Committee Approved Allotments, Productivity Indexes and Normal Yields

### General Instructions

When all appeals to the county committees with reference to 1944 allotments, productivity indexes, and normal yields were received and a transmittal of the State Committee, the county committee should be instructed to transmit all listing sheets including corrections and appeals listing sheets to the State office for examination and approval by the State committee.

When listing sheets are received in the State office, the statistician will examine each listing sheet and enter the State Committee approved allotments, productivity indexes and normal yields by the State committee.

Listing sheets should be checked in the order in which they are received in the State office from the counties. Each set of listing sheets should be stamped with the date of its receipt and a letter indicating the receipt of all listing sheets should be forwarded to the county committee immediately.

When listing sheets are stamped with the date of their receipt they will be examined in extension of all listing sheets for all townships are included in the transmittal. In case there is any doubt that the transmittal of listing sheets is complete, a letter should be directed to the county committee requesting that the remaining listing sheets be forwarded immediately. In making this preliminary examination of listing sheets they should be placed in order so that they will be checked in accordance with their priority.

The allotments, yields, and productivity indexes for a county may be reviewed by the State committee even though the sum of the farm allotments or the weighted average productivity indexes and normal yields may slightly exceed the allotment approved for the county by the State committee provided the allotments, normal yields, and productivity indexes for the State are not exceeded.

After the listing sheets have been examined and the State committee approved allotments, productivity indexes, and normal yields have been entered in the proper columns, revised copies should be made of listing





ets and the county summary sheets. The original copies should be carefully examined to determine that all entries are legible. The original copy will be returned to the county office. The remaining set of listing sheets will then be sent to the Application for Payment Section where they will be filed. Only the original of the county summary sheets will be retained in the Statistical Section files. Original copies of all county summaries will be forwarded to the Washington Office immediately after completion of such copies.

When listing sheets are returned to the county office, the county committee should be instructed to notify all farmers of downward revisions and corrections of average allotments, productivity indexes, and normal yields except the downward revisions in productivity indexes and normal yields which are matters for the county and result from scaling and determinations. The county committee need not be instructed to notify farmers if average allotments have been increased by not more than two percent. In the case of a uniform adjustment in yields or productivity indexes, a notice of such adjustments shall be published in a local newspaper. All notifications of changes shall be forwarded to farmers on form NCR-503.

The State committee and the statistician may determine that because of the thoroughness with which listing sheets are checked in county offices it should not be necessary to make a detailed check of such listing sheets in the State office before the State committee approves average allotments, productivity indexes, and normal yields are entered thereon. The necessity of detailed checking of listing sheets in the State office may vary by counties since a duplication of work should be avoided in the State office where it is known that a thorough and accurate check was made in the county office.

### SECTION 3. Checking Appeals and Corrections Listing Sheets and Consideration of Appeals by the State Committee

The State committee will review the appeals and corrections listing sheet and will notify the county committee of its approval or disapproval of the action taken by the county committee in all cases except those in which the appellant has appealed to the State committee from the decision of the county committee. If the State committee changes any recommendation of the county committee, the appeals and corrections listing sheet will be corrected and the county committee will be instructed to forward a "revised" notification form to the person interested in the farm.





The State committee will review all cases submitted to it by an appellant from the action taken on an appeal by the county committee.

When it is deemed necessary, the State committee may cause an investigation to be made for the purpose of obtaining additional evidence upon which to base its decision. When the investigation includes a visit to the farm, the representative of the State committee shall make a reasonable effort to interview the appellant.

The State committee will reverse the decision of the county committee only when it is determined that the county committee has not followed properly the applicable procedure. Necessary corrections shall be made on the appeals and corrections sheet for appeals granted by the State committee. A statement of the reasons for approving or disapproving each appeal shall be shown. The revised figures shall be entered on all applicable listing sheets. Each such change should be clearly marked to indicate that it was made as a result of a 1941 appeal or correction.

The State committee shall notify each appellant of its decision within 30 days after receipt of the appeal. Such notice shall include a statement that the appellant has the right to appeal within 15 days. The notice shall be sent to the appellant by registered mail. The notice shall be forwarded to the county committee and in the case of an appeal which is denied, the State committee shall instruct the county committee to prepare and forward a "Revised" notification form to the persons interested in the farm.

## SECTION II. Checking Special Crop Listing Sheets and Restoration Land Acreage

The data which appears on special crop listing sheets should be checked by following the applicable procedure for checking special crop listing sheets as set forth in Part I of these instructions. The State committee and the statistician should determine the extent of the checking steps described in Part I of these instructions which it will be necessary to make on special crop listing sheets, review the restoration land acreage determinations, and by a spot check determine whether proper changes in cropland have been made.

## SECTION III. Checking Regular Listing Sheets

Spot check the transfer of acreage allotments and normal yields from special crop listing sheets to regular listing sheets, form NCR-509. The regular listing sheets should include a check to determine that the sum of such allotments plus the corn allotment does not exceed the total soil-depleting



allotment approved by the State committee for any farm. Instructions set forth in Part I of this procedure applicable to changes in special or total allotments will be followed in correcting this type error.

Any check of the data on Regular Listing Sheets the State committee and statistician determine should be made will be in accordance with the applicable instructions set forth in Part I of this procedure.

SECTION IV. State Committee Approved Acreage  
Allotments, Productivity Indexes,  
and Normal Yields.

After the necessary review has been made of each special crop listing sheet and regular listing sheets, State committee approved acreage allotments, productivity indexes, and normal yields shall be entered, or otherwise designated, in the applicable columns of the county listing sheet and on county summary sheets.

Township totals of all columns on the county summary sheet will be checked by comparing such data with the township totals on listing sheets. It is suggested that if corrections and revisions of special crop and regular listing sheets result in substantial number of changes in the county summary sheets that new county summary sheets be prepared before they are duplicated.

Part III. Instructions to State Committees for  
Appeals to the North Central Division

When an appellant is dissatisfied with the decision of the State committee and appeals his case to the Director of the North Central Division within 15 days after the decision of the State committee, the State committee shall forward upon request to the Director of the North Central Division one copy of each of the following data:

1. Appeal to the county committee.
2. County committee's reply to appellant.
3. Appeal to State committee.
4. State committee's reply to appellant.
5. Report of any representative of the State committee who has investigated the case.





6. Form NCR-511 for the case (for appeals to which such form is applicable).
7. A concise statement prepared by the county committee setting forth the reasons why the farm for which the appeal was filed is considered comparable to the farms with which it is compared on form NCR-511.
8. One report of appeal, NCR-State 502, upon which have been copied in the line for original entries data from the 1940 listing sheet, including corrections, if any, made on such sheet prior to transferring data to the 1941 listing sheet. This form should be used only for appeals on total or special allotments. If the appeal relates to a special allotment, data for the total soil-devolving allotment shall be entered as well as data for such special allotment. If the appeal was granted in whole or in part by the county committee or the State committee, approved changes should be entered in the line for corrected entries. Data for planted acreages should be shown in the spaces provided therefor.
9. One report of appeals, NCR-State 502, upon which have been entered data from the 1941 listing sheets and the "Appeals and Corrections" listing sheet for appeals relating to total or special allotments. The record of the action taken by the county and State committees should be entered in the spaces provided therefor.
10. Any other pertinent correspondence or records.

The North Central Division will review all appeals received and advise the State committee and the appellant of the action taken with respect to each appeal.

